

EDITED TASK LISTING

CLASS: ACCOUNTING ADMINISTRATOR III

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Manages a large complex accounting organization with a diverse work group to meet the Departments objectives and goals, utilizing sound management practices various resources (e.g. the State Administrative Manual [SAM], Generally Accepted Accounting Principles [GAAP] Financial Information Memorandum [FIM], CALSTARS, Memorandum of Understanding [MOU], etc.) and rules and regulations issued by control agencies (e.g. Department of Finance [DOF], Department of Personnel Administration [DPA], State Controller Office [SCO], etc.) on a continuous basis.
2.	Approve training needs as required within the accounting organization to allow for staff/career development and adequate training for assigned tasks utilizing sound management practices, as needed.
3.	Provide statewide leadership and guidance to motivate staff in order to achieve desired program goals and performance standards utilizing various resources (e.g., leadership skills such as, mentoring, coaching, etc, communication and organizational skills, etc.) on a continuous basis.
4.	Conduct meetings with programs, staff, control agencies, management, external stakeholders etc., to effectively communicate Department and fiscal related policies and procedures utilizing various tools (e.g., computer/laptop, projector, handouts, phone and/or video conferencing, written correspondence etc.) as required.
5.	Monitor the monthly budget plan in accordance with departmental policy to ensure a balanced budget within accounting services budgetary allotments utilizing applicable expenditure fiscal reports, on a monthly basis.
6.	Prepare, review, implement and follow-up on fiscal related policies and procedures to provide guidelines to departmental staff/management utilizing SAM, FIMs, GAAP, CALSTARS, etc. and rules and regulations issued by control agencies as required.
7.	Oversee the resolution of complex fiscal problems that may have a statewide impact on standardization utilizing SAM, FIM, GAAP, CALSTARS, and rules and regulations issued by control agencies as required.
8.	Review and monitor internal control procedures (e.g., separation of duties, departmental audits, etc.) to develop tools (e.g., internal control matrix, signature authorization memos, etc.) to prevent negative financial audit findings and compliance utilizing SAM, FIM, GAAP, CALSTARS, and rules and regulations issued by control agencies on a continuous basis.

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9.	Prepare and review Corrective Action Plan for audit findings identified by auditors and/or internal peer review to comply with SAM, FIM, GAAP, CALSTARS, and rules and regulations issued by control agencies as required.
10.	Coordinates and schedules spot audits and peer reviews to notify management of financial audit findings utilizing the internal audit matrix that incorporates SAM, FIM, GAAP and rules and regulations issued by control agencies as required.
11.	Ensure that monthly financial reports are reviewed, analyzed and corrected as needed to maintain the integrity of the department's financial condition and identify options for management's decision utilizing SAM, FIM, GAAP, CALSTARS and rules and regulations issued by the control agencies on a continuous basis.
12.	Direct the timely preparation of annual Financial Statement for the Department to confirm the integrity of the Department's financial condition and identify options for management's decisions utilizing SAM, FIM, GAAP, CALSTARS on an annual basis.
13.	Coordinate and provide accurate and timely accounting and fiscal data to internal and external stakeholders to meet the department's financial objectives by utilizing SAM, GAAP, FIM, CALSTARS, and rules and regulations issued by control agencies on a continuous basis.
14.	Manages and participates in the personnel program processes including recruitment, hiring, training, performance evaluations and probationary reports, counseling and disciplinary activities, grievances, etc., in order to manage Accounting Services Program staff resources utilizing basic and advanced supervisory training, Development Plan Individual (IDP) and probationary processes, communication skills, accepted personnel, practices, etc., on a continuous basis.
15.	Consult with department managers, supervisors and representatives of control agencies on accounting and audit issues to promote sound fiscal practices utilizing SAM, GAAP, FIM, CALSTARS, DOM, ITAS and rules and regulations issued by control agencies, and other departmental memorandum on a continuous basis.
16.	Carries out supervisory responsibilities in the work place with regards to department-wide mandates concerning Equal Employment Opportunity and other personnel practices as defined by regulatory agencies and established guidelines/policies in order to ensure a discrimination free work environment on a continuous basis.
17.	Maintain and monitor the work areas to promote a safe work environment utilizing various health and safety resources (e.g., evacuation plan, etc.) on a continuous basis.

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Task #	Task
18.	Plan, direct and oversee the implementation of complex integrated statewide Business Enterprise System that includes accounting to ensure successful implementation utilizing SAM, GAAP, FIM, CALSTARS and rules and regulations issued by control agencies, and other departmental memorandum on a continuous basis.